SAMETEL JOINT STOCK COMPANY
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CÔNG TY CỔ PHẦN SAMETEL

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MEETING DOCUMENTS

2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

Ho Chi Minh City, October 03, 2026

AGENDA AND PROGRAM
2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS

(Time: 08:30, October 3, 2026)

Time	Agenda
Before 08:55	Shareholder registration.
09:00 – 09:30	**Opening of the Meeting:** • Announcement of reasons and introduction of attendees • The Chair introduces the Presidium and appoints the Meeting Secretary • The Chair introduces the Eligibility Verification Committee and proposes the election of the Vote Counting Committee • Report on verification of attending shareholders' eligibility • Adoption of the Meeting agenda and program • Adoption of the Meeting rules and regulations
09:30 – 09:45	**Submissions to the General Meeting:** • Approval of the change of the Company's head office address; • …
09:45 – 10:00	• Instructions on voting procedures and conduct of voting.
10:00 – 10:15	• Discussion
10:15 – 10:30	• Announcement of voting results
10:30 – 10:40	• The Secretary reads the draft Minutes and Resolution of the General Meeting of Shareholders • Shareholders vote to approve the Minutes and Resolution
10:45	Closing of the Meeting

WORKING REGULATIONS
2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS
SAMETEL JOINT STOCK COMPANY

Pursuant to:

- *The Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *The Law on Securities No. 54/2019/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on November 26, 2019 and its guiding documents;*
- *Decree No. 155/2020/ND-CP dated December 31, 2020;*
- *The Charter of Sametel Joint Stock Company and the Company's Internal Corporate Governance Regulations.*
- *Pursuant to Resolution No. 1008/2026/NQ-HĐQT dated August 10, 2026, and the Notice of Meeting dated September 11, 2026 issued by the Company's Board of Directors regarding the organization of the 2026 Annual General Meeting of Shareholders.*

The Board of Directors ("BOD") respectfully submits to the General Meeting of Shareholders ("GMS") the Working Regulations for the 2026 Extraordinary General Meeting of Shareholders (the "Meeting") as follows:

Article 1. Purpose

- To ensure proper order, conduct, and voting principles at the Meeting of Sametel Joint Stock Company in accordance with regulations and to ensure its successful organization.
- Resolutions adopted by the GMS shall reflect the collective will of the shareholders, safeguard shareholder rights and interests, and comply with applicable laws.

Article 2. Scope and Subjects of Application

- Subjects of application: All shareholders, authorized representatives of shareholders holding shares of Sametel JSC, and invited guests attending the Meeting.
- Scope of Application: These Regulations shall apply to the organization of the 2026 Extraordinary General Meeting of Shareholders of Sametel Corporation to be held on October 3, 2026.

Article 3. Conditions for Convening the Meeting

- The Meeting shall be validly convened when shareholders attending represent more than 50% of the total voting shares.

Article 4. Participants of the Meeting

- All shareholders of the Company as per the list of registered shareholders dated Sept 04, 2026, provided by the Vietnam Securities Depository and Clearing Corporation, have the right to attend or authorize a representative to attend the Meeting.
- Members of the Board of Directors and Audit Committee of the Company.
- Invited guests:

  + Relevant parties invited and management personnel of the Company or members of the Meeting Organizing Committee who are not shareholders but are invited to attend.

  + Invited guests are not allowed to speak at the Meeting unless invited by the Chair or have registered in advance and received approval from the Chair.

Article 5. Rights and Obligations of Shareholders

1. Rights of Shareholders:

a. Attend the Meeting in person or authorize one or more individuals/organizations in writing to attend. The power of attorney must clearly state the names of the principal and the proxy, number of shares authorized, content and scope of authorization, duration, and must be signed by both parties. Authorized persons must present the power of attorney at registration.
b. Vote on all matters within the authority of the General Meeting of Shareholders.
c. Shareholders or authorized representatives arriving after the opening of the Meeting may register and participate in voting from the time of registration onward. The Chair is not obligated to pause the Meeting for latecomers, and prior resolutions remain effective.

2. Obligations of Shareholders:

a. Comply with these Regulations, Organizing Committee instructions (timeliness, proper attire, valid ID documents, etc.), and the Chair's instructions.

b. When attending, shareholders/representatives must bring the Invitation Letter, ID card/Citizen ID/Passport, Power of Attorney (if any) for registration and will receive:

- Meeting documents
- Voting ballot
- Voting card corresponding to the number of shares owned and/or authorized.

Article 6. Chair and Presidium

- The Chair of the BOD shall preside over the Meeting convened by the BOD.
- The Presidium includes 1 Chair and 1 member. The Chair of the BOD shall be the Chair of the Meeting or authorize another BOD member. In case of absence or other scenarios per the Company Charter (Article 19, Clause 2, Points a & b).
- Duties of the Presidium:

- Introduce the Presidium for approval by the Meeting;
- Introduce the Vote Counting Committee for approval by the Meeting;
- Conduct the Meeting per agenda and approved regulations;
- Assign BOD members, Audit Committee members, or Company executives to present reports;
- Guide discussions and vote collection;
- Decide on procedure/order for matters arising outside the agenda;
- Respond to questions and record all matters discussed;
- Approve and issue Meeting Minutes, Resolutions, and documents after the Meeting.

Article 7. Credentials Verification Committee

1. The Credentials Verification Committee of the General Meeting shall consist of one Head and other members (if deemed necessary), established by the Board of Directors and introduced to the Meeting by the Chairperson.
2. Duties of the Credentials Verification Committee:

- Receive and verify the validity of documents submitted by shareholders or shareholder representatives attending the Meeting;
- Distribute Meeting materials and Voting Ballots to shareholders or their representatives;
- Report the results of the credentials verification before the official commencement of the General Meeting of Shareholders.

Article 8. Secretary of the Meeting

- The Chair shall nominate 01 person as the Secretary of the Meeting.
- Duties of the Secretary:
  + Take minutes of the Meeting, prepare the Meeting Minutes and Resolution of the General Meeting of Shareholders;
  + Assist the Chair and Presidium in administrative and procedural matters.

Article 9. Vote Counting Committee

1. The Vote Counting Committee of the General Meeting shall consist of one Head and other members, nominated by the Chairperson and elected by the General Meeting of Shareholders.
2. Duties of the Vote Counting Committee:

- Inspect and supervise the voting and ballot-casting process of shareholders or their representatives;
- Organize the counting of Voting Ballots submitted by shareholders or their representatives and accurately determine the voting results for each matter presented at the Meeting;
- Prepare the Vote Counting Minutes;
- Report the voting results of all matters to the General Meeting and submit the results to the Meeting Secretary.

Article 10. Discussion at the General Meeting

1. Discussions shall only be conducted within the designated time frame and limited to the topics listed in the approved agenda of the General Meeting of Shareholders.
2. Only shareholders and authorized representatives are allowed to participate in the discussion.
    - Shareholders who wish to speak must register their comments with the Organizing Committee before or during the Meeting and obtain approval from the Chairperson.
    - Shareholders should keep their comments brief and focused on key issues relevant to the approved agenda.
3. Responses to shareholders' questions:

Based on the Question Slips submitted by shareholders or their authorized representatives, the Chairperson or an appointed member will respond to the questions.

4. In the event that time constraints prevent questions from being answered during the Meeting, the Company will provide written responses afterward.

Article 11. Voting at the General Meeting

1. **Principles:**

   All matters in the agenda of the General Meeting must be openly discussed and voted upon by the General Meeting of Shareholders.

   Voting Cards and Voting Ballots are printed, stamped with the Company's seal, and distributed directly to each Delegate attending the Meeting (together with the Meeting documents). Each Delegate will receive one Voting Card and one Voting Ballot, both containing the Delegate's code, full name, number of shares held, and authorized voting rights.

   Voting at the 2026 Annual General Meeting of Shareholders shall be conducted as follows:

    - **By show of Voting Cards:** applied for voting on items such as the Meeting agenda, Working Regulations, approval of the Chairing Panel, Vote Counting Committee, Meeting Minutes, Resolutions, and other matters (if any).
    - **By Voting Ballots:** applied for voting on items such as Reports and Proposals presented at the Meeting.

2. **Voting Method:**

   Delegates shall vote "Approve," "Disapprove," or "Abstain" by either raising their Voting Cards or marking the appropriate option on the Voting Ballot for each matter.

   When voting by show of hands, the front of the Voting Card must face the Chairing Panel. If a Delegate does not raise the Voting Card in all three rounds (Approve, Disapprove, Abstain), it shall be considered as a vote of approval. If a Delegate raises the Voting Card more than once in a voting round, the vote shall be considered invalid.

When voting by Voting Ballot, Delegates shall mark an "X" in one of the three boxes: "Approve," "Disapprove," or "Abstain" for each item. The Voting Ballot must bear the Delegate's signature and full handwritten name.

3. **Validity of Voting Ballots:**
   - Valid Voting Ballots must follow the standard format issued by the Organizing Committee, without erasures, corrections, tears, or additions, and must include the Delegate's signature and full handwritten name.
   - For each item, a vote is valid when only one of the three boxes is marked. Any other markings shall be deemed invalid. Items left unmarked or unsubmitted Ballots shall be considered as "Abstain" votes.

4. **Voting Rules:**
   - Each share entitles the shareholder to one vote. Each Delegate may represent one or more voting rights.
   - As of the record date (March 26, 2026), the total number of voting shares of the Company is 6.560.739, corresponding to 6.560.739 voting rights.
   - For matters voted in person or via proxy, resolutions are passed when approved by more than 51% of the total voting shares present. For matters falling under Clause 3, Article 21 of the Company Charter, approval requires at least 65% of the voting shares present.

   Note:
   - Shareholders or authorized representatives with related interests shall not vote on transactions valued at 35% or more of the Company's total assets as per the latest audited financial statements. These transactions require approval by at least 65% of the remaining voting shareholders (pursuant to Clause 4, Article 167 of the Law on Enterprises 2020).
   - Shareholders or authorized representatives holding 51% or more of the voting shares, or their related persons, are not entitled to vote on transactions exceeding 10% of the Company's total assets with themselves (as stipulated in Points b, Clause 3 and Clause 4, Article 167 of the Law on Enterprises 2020).

5. **Vote Counting Results:**

The Vote Counting Committee shall check, compile, and report the voting results of each item to the Chairperson. The Chairperson shall announce the results before closing the Meeting.

Article 12. Meeting Minutes and Resolutions

- The Resolutions of the General Meeting of Shareholders must be read aloud and adopted before the Meeting is adjourned.
- The Meeting Minutes and Resolutions shall be archived and published on the Company's website at https://sametel.com.vn.

Article 13. Implementation Provisions

- Shareholders, authorized representatives, and guests attending the General Meeting of Shareholders must strictly comply with these Working Regulations. Any violations of these Regulations by shareholders, authorized representatives, or guests shall, depending on the severity, be reviewed and handled by the Presidium in accordance with the Company's Charter and the Law on Enterprises.
- Any matters not specifically provided for in these Regulations shall be governed by the Company's Charter, the Law on Enterprises 2020, and other applicable laws and regulations of the State.
- These Regulations shall take effect immediately upon approval by the General Meeting of Shareholders of the Company.

ON BEHALF OF THE BOARD OF DIRECTORS
CHAIRMAN

M.S.D.N: 3600850734 ... VIỆT NAM
CÔNG TY
CỔ PHẦN
SAMETEL
SAMETEL CORPORATION

NGUYEN DONG HUNG

SAMETEL

SAMETEL JOINT STOCK COMPANY
Website: www.sametel.com.vn | Email: cbtt@sametel.com.vn

Ho Chi Minh City, September 11, 2026

PROPOSAL

Re: Change of the Company's Head Office Address.

To: General Meeting of Shareholders of Sametel Corporation

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 passed by the National Assembly of the Socialist Republic of Vietnam on June 17, 2020;*
- *Pursuant to the Charter of Sametel Joint Stock Company;*

The Board of Directors respectfully submits to the General Meeting of Shareholders for consideration and approval of the change of the Company's head office address as follows:

- **Current address:** 9th Floor, Millennium Tower, No. 4 Quang Trung Street, Ha Dong Ward, Hanoi City, Vietnam.
- **New head office address:** 3rd Floor, Kepler Building, HH-02 Lot, Mo Lao Urban Area, Ha Dong Ward, Hanoi City, Vietnam.

The Board of Directors respectfully requests the General Meeting of Shareholders to approve the above change and authorize the Board of Directors to carry out all necessary procedures relating to the change of the Company's head office address in accordance with applicable laws.

Respectfully submitted for approval.

ON BEHALF OF THE BOARD OF DIRECTORS
Chairman of the Board of Directors

CÔNG TY
CỔ PHẦN
SAMETEL
SAMETEL CORPORATION

Nguyen Dong Hung

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SAMETEL JOINT STOCK COMPANY

Socialist Republic of Vietnam
Independence – Freedom – Happiness

No.: /2026/NQ-ĐHĐCĐ

Ho Chi Minh City, October 10, 2026

RESOLUTION
OF THE 2026 EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS
SAMETEL JOINT STOCK COMPANY

- *Pursuant to the Law on Enterprises No. 59/2020/QH14 dated June 17, 2020;*
- *Pursuant to the Law on Securities No. 54/2019/QH14 dated November 26, 2019;*
- *Pursuant to the Charter of Sametel Joint Stock Company;*
- *Pursuant to the Minutes of Meeting No. .../2026/BB-ĐHĐCĐ dated October 3, 2026, of the 2026 Extraordinary General Meeting of Shareholders of SAMETEL Corporation.*

IT IS HEREBY RESOLVED THAT:

Article 1. Approval of the change of the Company's head office address.
To approve the change of the Company's head office address.

Article 2. Implementation provisions.

This Resolution of the 2026 Extraordinary General Meeting of Shareholders of SAMETEL Corporation is made, announced and unanimously approved by all shareholders attending the Meeting at …:00 on October 3, 2026.
This Resolution shall take effect from the date of issuance. Members of the Board of Directors, the Board of Management, and departments and affiliated units of SAMETEL Corporation shall be responsible for implementing this Resolution in accordance with applicable laws and the Company's Charter.

On behalf of the Board of Directors
Chairman of the Board of Directors

Nguyen Dong Hung

SAMETEL
JOINT STOCK COMPANY

SOCIALIST REPUBLIC OF VIETNAM
Independence – Freedom – Happiness

POWER OF ATTORNEY

(Re: Authorization to attend the 2026 Extraordinary General Meeting of Shareholders)

1. AUTHORIZING PARTY:

Full name of individual/organization: ……………………………………………………………………………
ID/Passport/Business Registration No.:...
Date of issue: ....Place of issue: ……………………………………………………
Shareholder code: ....
Address: ....
Phone:..
Email:......... ....
Number of shares owned/represented: ……………………….(In words: ..…………………………………………..
....shares)

2. AUTHORIZED PARTY:

Full name:...
ID/Passport/Business Registration No.:...
Date of issue: ....Place of issue: ……………………………………………………
Address:: ....
Phone:..
Email : ....
Number of shares authorized: ……………………….(In words: .... …………………………………………
…………………………shares)

Note: *In case the shareholder cannot attend and is unable to authorize another person, the shareholder may authorize one of the following members of the Board of Management/Board of Directors:*

No.	Full name	Position	Tick (X)	No. of shares authorized
01	Mr. Nguyen Dong Hung	Chairman of the Board		
02	Mr. Nguyen Ngoc Huy	Member of the Board		
03	Ms. Tran Thuy Linh	Member of the Board		
04	Mr. Do Tu Cuong	Member of the Board		
05	Ms. Vu Thi Phuong	Chief Executive Officer		

Instruction:

- *Please mark (X) next to the name of the person you choose to authorize for all of your shares.*

3. SCOPE OF AUTHORIZATION:

- The authorized person is entitled to represent the authorizing party in attending the General Meeting of Shareholders and to exercise all rights and obligations at the Meeting corresponding to the number of shares authorized.
- This Power of Attorney is valid only during the period of the 2026 Extraordinary General Meeting of Shareholders of Sametel Joint Stock Company.
- We fully accept responsibility for this authorization and commit to strictly comply with applicable laws and the Charter of Sametel Joint Stock Company.

Date: …… / …… / 2026

AUTHORIZED PERSON
(Signature, Full name)

AUTHORIZING PERSON
(Signature, Full name)

EXTRAORDINARY GENERAL MEETING OF SHAREHOLDERS 2026

SAMETEL JOINT STOCK COMPANY

SAMETEL
Power of future

VOTING BALLOT

Shareholder Code:

Full Name of Shareholder

Number of shares owned: shares

Number of shares represented: shares

Total number of owned and represented shares: shares

Ownership ratio: %

No.	CONTENT	FOR	AGAINST	ABSTAIN
Item 1	Approval of the change of the Company's head office address			
Item 2				

Ho Chi Minh City, October 03, 2026
Shareholder (Signature and full name)

Note: Shareholders shall mark (X) only once (in one of the three boxes) for each voting item.